# Administrative Services

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Director

The goal of <u>Administrative Services</u> is to provide continues, efficient and high-quality administrative support and services to the public and to agency users to assist the over all development of agriculture in Utah. Our motto is to provide exceptional customer service. Information Technology Services

GIS continues to provide decision support for many department programs. Recent projects include studies of several Utah valleys for groundwater vulnerability to pesticide contamination, mapping for the West Nile Virus surveillance program, and data collection for Homeland Security programs.

The department web site provides accurate, up-to-date information to the public. Among other things, individuals and businesses that are licensed by the department can renew their licenses on-line, and users can view the latest information about West Nile Virus in Utah.

The information technology staff is in the process of creating a new registration program to register Weights & Measures devices and Food Establishments. Other programs for the FY05 will be brand renewal on-line and also the ability to register pesticide products on-line.

## Financial Section

In May, USDA conducted an audit of our Meat Inspection Program which is completed every three years. We were complemented on our accounting practices for the grant.

Administrative Services Division continues to use the brand program software that was created a year ago. Continued enhancements are being made to address improvements to the software, and coming along nicely. The elimination of the double entry into the brand program and the department's cash system has increased efficiency. Brand Inspector's submit reports every two weeks to allow fees being collected are being deposited in a timely manner.

This year we have continued to divide the workload more evenly with our accounting staff, making our work more efficient and customer oriented manner. The cross utilization of support staff to become familiar with each other job duties increased support and service to the division's within the department, constituents and customers.
Accounting staff continue to improve their skills, train division employees in regards to purchasing, travel reimbursement guidelines, appropriate invoices to be submitted for processing, and etc.

## Human Resource Management

The Department's Human Resource section supports employees and management in job classification, compensation, recruitment, payroll and leave matters, rules, policies and procedures, employee benefits, Family Medical Leave Act, Americans with Disabilities Act, Employee Assistance Program, Educational Assistance, mediation, new employee orientation and employee training.

In March, 2004, the Department of Human Resource Management implemented a new recruitment system, Utah Job Match. The new program allows an applicant to log-on to www.statejobs.utah.gov to view State of Utah government job openings and apply on line for any job that matches their interests and skills. Access to the system is 24 hours a day, seven days a week. The applicant can also track the status of jobs for which they have applied. The UDAF Human Resource staff is trained and using the new system for all job openings.

The UDAF Human Resource Section contacted Public Safety to develop Unlawful Harassment Prevention training on a CD. At a minimum cost to the department, employees were able to take the mandatory Unlawful Harassment Prevention training at their computer.

Staff members serve on the State Training Consortium, the Human Resource Exchange Group, and the Payroll Users Group.